



Curriculum and Pupils committee

Signed *M. Shady* 10.03 2021

INDUCTION PROCEDURES FOR ADMISSION OF CHILDREN TO SCHOOL

Admission to Foundation Stage

- Meetings are held in November for all parents and children who are interested a place at the next school year. Parents are given an information leaflet about the school.
- A welcome meeting for parents and children is held in late June, early July before admission in September.
- Where parents have chosen to delay the child's admission a further opportunity to visit school will be offered.
- Children identified by Nurseries as having Special Educational Needs may have extra visits to school during the final weeks of the term prior to admission.
- Children will attend school for half a day on common transfer day
- EYFS staff will visit a the preschool settings and pre school settings will be offered the opportunity to bring the children into school for a visit usually in July.
- The EYFS lead, SENCO lead and Speech and Language teaching assistant may make extra visits where needed.

At the Foundation Stage Welcome Meeting

- Children spend time in their classroom enjoying a variety of suitable activities, meeting their teacher and teaching assistant
- Parents have the opportunity to meet the teacher and teaching assistant
- Parents receive the Welcome to Portway Infant School pack, which contains relevant information and administrative forms.
- Headteacher outlines the ethos, expectations, curriculum and procedures.
- The After School Club provides a display for parents and will discuss provision with groups of parents.
- School uniform providers are invited to display and sell uniform, school bag etc.
- The school kitchen provides information to parents about school meals.
- The School Health team provide a display for parents.
- Friends of Portway Infant School are also invited to attend the meetings.

Admission date

The EYFS children are admitted during the first 1/2 weeks of the autumn term. The process of phased admission is dependent on the number and ages of the children to be admitted. This may vary from year to year.

On admission

- For the first two weeks parents can take the children to the classroom and stay for as long as they wish with their child. Where a child is having difficulty settling the class teacher will discuss with the parent the most appropriate approach to take to support the child.
- Once a child is happy and settled parents still bring children to the classroom but leave by 9.00am. Children are expected to independently follow the routine of coming into the classroom (eg putting water bottle/book bag away).

Admission to Year 1 & Year 2

- Whenever possible children due to be admitted to Y1 & Y2 during the school year will spend an afternoon in school prior to transfer. They are introduced to the class teacher and children currently in class, look round the school and spend time in their new classroom.

Meetings for all parents

- In July a phonics meeting is organised which parents of children due to start in September will be invited to. This informs the parents of how we teach phonics in school and how they can support their children at home.
- A coffee morning is held each September for new parents to meet their child's class teacher.
- Class teachers outline 'housekeeping arrangements', the curriculum to be taught, behaviour expectations and answer any general queries. EYFS Profile is explained to EYFS parents.

Parent's induction questionnaire

- As part of their 'Welcome to Portway' pack, all parents receive a questionnaire, which they are invited to complete and returned to school.
- A follow-up questionnaire is sent to parents at the end of the child's first term in school. The Headteacher analyses the responses which are used to monitor and evaluate the induction programme in order to improve performance. This information is shared with the school governors in the Headteacher's report.

Lisa McSherry

Spring 2021

To be review spring term 2024